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**REGIONAL DEVELOPMENT OFFICER – WEST OF IRELAND**

**CO-OPERATION IRELAND**

**Personal Specification**

**Personal Skills**

* Excellent communication, interpersonal, ICT and writing skills
* Drive, competence, flexibility and a willingness to learn
* Excellent organisational and time management skills with the ability to multi-task and work independently
* Understanding of the youth, school and community sectors at a local level
* A good knowledge of corporate social responsibility of local businesses and philanthropists
* Creativity, imagination and the ability to use initiative
* Good teamwork, analytical and problem-solving skills

**Person-profile**

**Personality**

* Self-motivated and good communicator with sensitivity and openness towards peace building and reconciliation work
* Ability to work within a diverse team and to communicate their understanding of events and activities with others is essential
* Highly organised, systematic and flexible working style
* Ability to be proactive, use own initiative and deliver quality outputs with remote supervision
* Ability to engage young people creatively through the use of technology

**Personal Situation**

Must be able to commute reliably to office base; access to car and clean driving licence essential. Available to work extended hours when required. Able to travel and stay overnight at off-site locations as required.

**Qualifications and Experience**

Candidates should hold a third level graduate qualification in a subject relevant to the job description and 3 years relevant experience

OR

Applicants should have 5 years experience as a Development Officer or an equivalent role in a related discipline, appropriate to the job description

**Flexible Work Practices**

All Co-operation Ireland’s staff work in a flexible manner. When appropriate, staff will be asked to carry out other duties within the scope and spirit of the job, and in accordance with the level of the post, as required.

**Travel and Subsistence**

Travel and subsistence is paid in accordance with Co-operation Ireland’s terms and conditions.